![Washington Ozaukee Public Health Department]

Guidance for Businesses:
COVID-19 Positive Staff and/or COVID-19 Exposures

This document provides guidance for businesses when an employee tests positive for COVID-19 or when an employee has had an exposure to someone with COVID-19. Businesses should work with their human resources department and staff to develop a COVID-19 response procedure should an employee test positive for COVID-19 or has an exposure. Additionally, businesses are responsible for identifying if/when it is appropriate to notify their customers, clients, or patients when an employee tests positive.
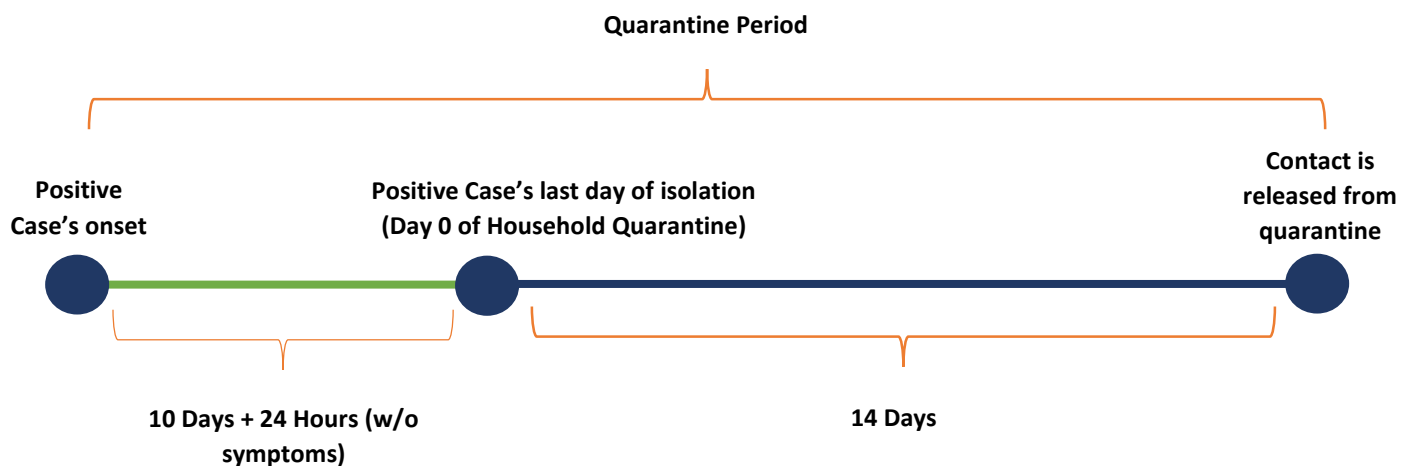

Cases (Confirmed, Probable, Suspect)

Minimum of 10 days since their date of symptom onset AND must be well (free of fever, productive cough and other acute symptoms of respiratory infection) for at least 24 hours.

Household Contacts of Symptomatic Cases

People living in the same home as a symptomatic confirmed or probable case should immediately follow quarantine procedures. The **quarantine** period is often *>14 days because of continued exposure while the household member is infectious. Day 0 of the mandated 14-day quarantine would be the **day the case ends their isolation**.

> *If household contacts and cases are able to diligently follow CDC home isolation guidance at all times, then Day 0 would be the last day they had close contact or were in the same indoor living environment. For many household situations it will be impossible or very difficult to fully implement these guidelines at all times, especially if the home has only 1 bathroom, the case is a child, or the home has a single caregiver.*

Quarantine Period

Positive Case's onset — **Positive Case's last day of isolation (Day 0 of Household Quarantine)** — **Contact is released from quarantine**

10 Days + 24 Hours (w/o symptoms)   **14 Days**

Last revised: 7/22/2020

Non-Household Contacts of Symptomatic Cases

Close contacts that remain asymptomatic can be released from quarantine 14 days AFTER the last time they were in close contact or shared an indoor living environment with the case.

Any Contact who becomes ill and is not tested during quarantine period (e.g. Probable & Suspect Cases)

Must complete their Isolation Period and Quarantine Period, whichever is the later date. Follow isolation requirements during Isolation Period.

Frequently Asked Questions

1. **Why is my business listed as an outbreak?**

   An outbreak in a business or other community setting is defined as 2 or more lab-confirmed COVID-19 positives. The health department will list the names of businesses that have 2 or more lab-confirmed COVID-19 positive employees on the data dashboard found [here](). Outbreaks will be listed for no less than 14 days. If no further positive cases are reported within that 14-day period, the outbreak will be marked as "resolved."

2. **When will the health department consider closing my business?**

   The health department works with businesses across Washington and Ozaukee Counties to ensure appropriate safety measures are in place for employees, customers, clients, and patients. If the health department finds that the business is unable to put the appropriate safety measures in place to keep employees and patrons safe, the business may be closed for up to 14 days. If a business is unable to adequately maintain staffing or put mitigation strategies in place, the business should consider voluntarily closing temporarily before health department intervention.

3. **What is considered an exposure?**

   An exposure is defined as any instance in which the individual comes in close contact (within 6 feet) of a known positive case for 15 minutes cumulatively throughout a day, or there is known droplet spread, i.e., sneezing, coughing, or spitting, sharing water bottle, kissing, etc.

4. **Do COVID-19 positive employees need to be retested before returning to work?**

   No, this is not a requirement. It is up to the business to identify a timeline for when employees may return to work after an employee tests positive or has had an exposure. The health department recommends employees who test positive complete 10 days of isolation AND 24 hours without symptoms. The health

department recommends employees who have had an exposure complete a 14-day quarantine. The employee should monitor their symptoms and reach out to their medical provider if they develop symptoms. Businesses should work with their employees to identify the time in which the employee will be in isolation or quarantine.

5. **Will the health department provide work releases?**

   No, the health department will not provide work releases for employees. Businesses should work with their employees to identify when an employee may return to work based on the employee's symptom onset date and isolation/quarantine period. The health department recommends that employees not return to work if they are symptomatic past the recommended isolation/quarantine period.

6. **Where can my employees get tested?**

   Employees should call their medical provider for testing. The health department also recommends employees use 2-1-1 for a listing of testing sites in the region.

Glossary of COVID-19 Terms

Case investigation
Case investigation is part of the process of supporting patients with suspected or confirmed infection. Public health staff work with a patient to help them recall everyone with home they have had close contact during the timeframe while they may have been infectious.

Close contacts
All persons considered to have contact with the infected person is a contact. A close contact is anyone who has been within 6 feet of the infected person for at least 15 minutes, cumulatively throughout a day.
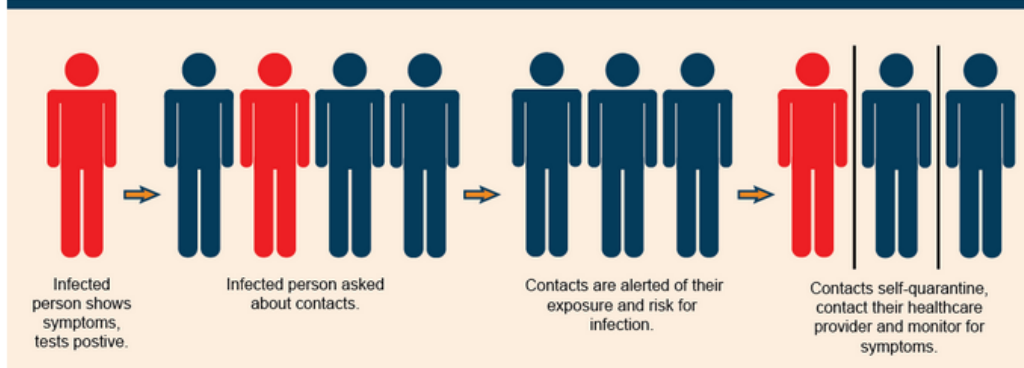
Contact listing
All persons considered to have contact with the infected person should be listed as contacts. Efforts should be made to identify every listed contact and to inform them of their contact status, what it means, the actions that will follow, and the importance of receiving early care if they develop symptoms. Contacts should also be provided with information about prevention of the disease. In some cases, quarantine or isolation is required for high risk contacts, either at home, or in the hospital.

Contact tracing
Contact tracing is the process of quickly identifying, assessing, and managing people who have been exposed to a disease to prevent additional transmission.

Last revised: 7/22/2020

How Contact Tracing Works

Infected person shows symptoms, tests postive.

Infected person asked about contacts.

Contacts are alerted of their exposure and risk for infection.

Contacts self-quarantine, contact their healthcare provider and monitor for symptoms.

Isolation
Separates sick people with a contagious disease from people who are not sick.

Quarantine
Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Last revised: 7/22/2020